



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series: Chief Pilot (Supervisory Aircraft Pilot), GS-2181	Job Announcement Number: 9596-12-DE
Grade & Salary Range: GS-14: \$101,933 - \$132,510 <i>Full performance level: GS-14.</i>	Opens: 11/18/11 Closes: 12/12/11 <i>(Applications must be received by 11:59 p.m. Pacific Time)</i>
Anticipated number of positions to be filled: 1	Location: Portland, OR
Type of Position: This is a permanent position with a full-time work schedule.	
Benefits: BPA offers a comprehensive benefits package. http://www.jobs.bpa.gov/Benefits/	

Eligibility

All United States citizens are eligible to apply.

NOTE: You must submit separate and complete application packages for each vacancy for which you would like to be considered. This includes current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under external announcements and internal Merit Promotion procedures: 9595-12.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

The Bonneville Power Administration (BPA) and its entire management team are committed to hiring qualified veterans for its workforce. In fact, BPA's current pilot staff are all veterans. BPA's qualification requirements for pilots, however, require Federal Aviation Administration (FAA) commercial experience and certification. This is different than military certification. BPA uses aviation transportation support to ensure the reliability and availability of the transmission system operating to the standards established in Title 14 C.F.R Parts 119 and 135 (On-demand Air Carrier rules). Accomplishing this mission is based on expectations of the highest standards for safety, both for BPA employees and for the general public. In the case of aviation practices, BPA holds an FAA Air Carrier operating certificate based on the standards for FAA on-demand air carrier commercial, not military, standards. This practice is a key element of our aviation safety management program.

The BPA operates a mixed fleet of multi-engine turbine small and large airplanes and single engine turbine helicopters in accordance with agency authorization and certification issued to the agency by the Federal Aviation Administration's (FAA) to operate aircraft under a Part 135 Air Carrier Certificate and Part 133 Commercial Operating Certificate. This position is located in our Transmission Services (TS) group, Aircraft Services (TC) organization. Aircraft Services assures aviation policy is aligned with BPA's business and transmission reliability needs. The organization is responsible for aviation safety, coordinating flight requests, and developing flight schedules as well as managing aircraft maintenance and operations by providing both fixed-wing and helicopter services in support of BPA's missions and goals. Most flights are within the Pacific Northwest, there are a number of flights into Canada and other parts of the United States. Aircraft are agency owned (airplanes and helicopters), maintained and operated, and pilots trained and operate aircraft in accordance with FAA Part 135.

As Chief Pilot (Supervisory Aircraft Pilot), you are responsible to provide flight personnel to support the agency and organization business needs, plans, and goals; and for leadership and accountability of those you directly supervise. You will manage BPA's Air Carrier Operations, including provide supervision over ten pilots (6 airplane and 4 helicopter), the FAA Part 135 standardization of pilot training and FAA record keeping, and oversight of the airplane and helicopter pilot qualification program and proficiency requirements. You will be a key member of the Aircraft Services management team consisting of an Aviation Manager (Director of Operations) and Aircraft Machinist Foreman III (Director of Maintenance) and report directly to the Aviation Manager. You will maintain

qualification and proficiency as Pilot-in-Command, under FAA Part 135, in at least one aircraft operated by Aircraft Services.

As a principle steward in your organization, the incumbent creates and maintains a collaborative, team-oriented atmosphere, which is characterized by cost-consciousness, innovation, customer focus, continuous improvement, and competitive orientation. As Chief Pilot (Supervisory Aircraft Pilot), the incumbent provides understanding support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority, and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement counseling, training, career development promotion and adverse action.

Qualifications

SPECIALIZED EXPERIENCE

- Experience as a Chief Pilot* leading and managing a civil aircraft program consisting of airplanes and/or helicopters operating under Federal Aviation Administration (FAA) Part 135 (reference FAA Part 119.71. c – Requirements).
- Experience as a supervisor or manager of employees.

*The following experience is an FAA requirement for Chief Pilot positions under FAA parts 121 or 135:

- (1) proof of at least 3 years experience within the past 6 years of this announcement as Pilot-in-Command of an aircraft operated under Federal Aviation Administration Part 121 or Part 135, FAA Certified Air Carrier Operation, or
- (2) previous experience as a designated Chief Pilot in an air carrier operation have at least 3 years experience as Pilot-in-Command of an aircraft operated under Federal Aviation Administration Part 121 or Part 135, FAA Certified Air Carrier Operation.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

SELECTIVE PLACEMENT FACTORS

This position has selective factors which the applicant must meet to be determined eligible for consideration.

Applicants must address each element of the following Selective Placement Factors. When required, documentation must be provided. Applicants who do not meet these requirements will not be considered for this position.

SPF	RESPOND WITH		YOU MUST POSSESS, or HOLD (at a minimum) <u>EACH</u> of the FOLLOWING:	You <u>MUST INCLUDE</u> a <u>COPY</u> of your license, certificate, log book, or other official documentation as part of your <u>COMPLETE APPLICATION PACKAGE</u> .
	YES	NO		
1.			FAA Airline Transport Pilot (ATP) or Commercial Pilot Certificate (English Proficient), with Airplane Instrument and Multi-Engine Land class ratings, with the following aircraft type ratings on the pilot certificate; Large aircraft with preference toward Hawker Beechcraft B300 or 1900, or de Havilland Canada DHC-7, or Bombardier 300, etc.	Attach a copy of your FAA Airline Transport Pilot or Commercial Pilot Certificate with Airplane Instrument and Multi-Engine Land class ratings
2			FAA Flight Instructor Certificate - Airplane	Attach a copy of your FAA Flight Instructor Certificate
3.			ALL of the following Flight Hours	
a			4,000 total flight hours experience, including all of the following:	Attach proof you have gained 4,000 total flight hours (or more).
b			2,000 flight hours as Pilot-in-Command (PIC),	Attach a copy of your Log Book, company certificate, FAA Form 8410, etc.

c		2,500 flight hours – Multi-Engine turbo-prop,	Attach a copy of your Log Book, company certificate, FAA Form 8410, etc.
d		200 flight hours – Night Flying	Attach a copy of your Log Book, company certificate, etc
e		300 flight hours – under actual Instrument Flight Rules (IFR),	Attach a copy of logbook pages or simulator record of training.
f		100 flight hours gained in last 12 months (in any of the above, or combination of)	Attach a copy of your Log Book, company certificate, etc.
g		100 flight hours – using Flight Management Systems (such as, Proline 21, Universal, etc.)	Attach a copy of your Log Book, company certificate, etc.
4.		Pilot Flight Experience:	
a		FAA Part 121 [§121.440 and §121.441] Line and Proficiency Checks for three (3) years or	Copies of your completed check or Checkride forms under FAA Part 121 or 135, <u>or</u> Company Log Book endorsement.
b		FAA Part 135[§135.293 and §135.297] Checkride Certificates (FAA form 8410) in multi-engine turbine propeller aircraft.	
5.		Current FAA 2 nd Class Medical Certificate, issued within the last 12 months.	Copy of your current FAA 2 nd Class Medical Certificate. (FAA 1 st Class Medical Certificate is acceptable).

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. Ability to lead and manage an Air Carrier and/or Commercial Air Operation sufficient to meet all Federal Aviation Administration (FAA) Part 135 requirements; including:

- Leading personnel
- Developing and implementing pilot training programs
- Developing and implementing training standardization for pilots.

2. Ability to safely operate multi-engine aircraft as Pilot (Pilot-in-Command) under Federal Aviation Administration (FAA) Parts 121 or 135; including:

- Experience operating multi-engine aircraft in an Air Carrier Operation under FAA Part 121 or 135
- Experience operating multi-engine aircraft under Federal and/or Civil Aviation Programs with at least 1-year international experience.
- Experience performing aviation safety duties in a recognized aviation program, or
- Completed a formal course of instruction in Aviation Safety/Accident Investigation.

3. Ability to achieve results to promote individual responsibility, professionalism, and pride through successful supervision; including:

- Experience providing guidance and training to new employees;
- Experience in holding individuals accountable for achieving their performance objectives; and recognizing and rewarding high performance;
- Experience coordinating and integrating the work of others accounting for a variety of complex factors; and staying alert to changing customer needs and challenges;
- Experience requiring working closely with others to resolve problems, coordinate activities, or gain acceptance of a product or procedure;
- Experience as a “troubleshooter” or source of advice to others regarding the work of the unit or organization;
- Experience devising new work methods, procedures, and/or improvements to work practices and getting cooperation of employees in applying the new methods or practices;
- Experience completing course work/training related to supervision.

4. Ability to lead people through effective teamwork to achieve effective results to meet business needs; including:

- Experience leading, or as the responsible party, for the completion of assignments/projects requiring coordination across functional groups.
- Experience creating an environment in which people thrive and accomplish their best.
- Experience ensuring equal opportunity from all employees or applicants through compliance with applicable EEO laws and regulations.
- Experience using the full range of talent to enhance team performance.
- Experience providing effective feedback to support employee development.
- Experience implementing workforce plans considering future talent needs.

5. Skill in building effective relationship through open and honest communication, including:

- Experience relaying instructions and/or interpretation of policy to co-workers.
- Experience communicating effectively with supervisors and managers to achieve results.
- Experience communicating with employees to achieve understanding, relay information, and/or improve performance or conduct.
- Experience treating others with respect and handle emotionally charged or controversial issues responsibly.
- Experience presenting viewpoints with courage and conviction.
- Experience making tough decisions and standing behind them.

6. Ability to establish and develop short- and long-term organizational goals and implement effectively, including:

- Experience establishing and defining short- and/or long-term organizational goals.
- Experience defining work results and establishing parameters for accomplishing the work.
- Experience encouraging problem solving by subordinates.
- Experience making decisions for a group and held responsible and accountable to those decisions.
- Experience requesting and justifying resources (budget, staff).
- Experience in recognizing changing trends that can affect operations.
- Experience changing viewpoints, behavior and work methods.
- Experience anticipating barriers and resistance to change and seeking solutions.
- Experience handling complex or ambiguous situations effectively.

7. Ability to recognize and embrace employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; to provide developmental and training opportunities for employees; to support and promote Bonneville's equal opportunity program. (Your application materials should indicate your role on teams and how you fostered an inclusive environment. Describe your participation in diversity and EEO programs relative to employment advancement, performance management and/or training opportunity availability for employees.)

ADDITIONAL REQUIREMENTS

- Travel 40% of the time.
- Must be able to communicate by radio transmission using clear and concise English language.
- Must be able to obtain Q Non-Sensitive clearance.
- If invited to interview you will be required to operate a Hawker-Beechcraft King Air Model 200 or 350 (under supervision of a BPA Instructor Pilot). Applicants should be prepared to provide logbooks, FAA Forms 8410 or equivalent, and company or military flight records when presenting for the flight.

Note: Travel and lodging expenses will be the responsibility of the applicant.

If selected, you will be required to complete and satisfactorily complete all of the following prior to entry:

- Ability to pass a pre-employment medical examination with an EKG (electrocardiogram) before entry into the position.
- Must submit to a drug test and receive a negative drug test result before entry into the position.
- Pre-appointment background investigation is required for entry into this position.
- **CONFIDENTIAL FINANCIAL DISCLOSURE:** Selectee will be required to complete the Office of Government Ethics Standard Confidential Financial Disclosure Report (OGE450e) within 30 days of employment and annually.
- **PROBATIONARY PERIODS:**
 - One-year probationary period will be required if new to Federal service.
 - Supervisory/Managerial Probationary Period: First time supervisors will be required to serve a one-year probationary period

SECURITY & SUITABILITY

The sensitivity level of this position is designated as Moderate -Risk, which requires that the selectee pass a Moderate Background Check (MBI) personnel investigation and receive a favorable suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. (Optional Application for Federal Employment (OF-612): <http://www.usajobs.opm.gov/of612.asp>.)
Applications must include the following information:
 - Job Announcement number, title, and grade
 - Full legal name, mailing address, contact telephone number and email address
 - Country of citizenship (SSN or other ID is not requested at this time)
 - High school attended which includes name of high school and location.
 - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
 - Indication if we may contact your current supervisor.
 - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ Grade level(s) for which you are applying.
- ☐ Additional documents as specified in 'Additional Requirements'
- ☐ VETERANS: To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- ☐ All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form located at the end of this announcement, or at http://jobs.bpa.gov/How_To_Apply/forms.cfm.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to: jobs@bpa.gov** with the Job Announcement Number in the subject line and on any attachments.
- **Fax to: 503-230-3149**
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: <http://www.usajobs.gov/vi>

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number [REDACTED]	Position Title, Series, Grade [REDACTED]
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☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: black; width: 50px; height: 15px;"></div>		
Agency Use Only		
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.		
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

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